

Department of Defense (DoD)
Civilian Personnel Management Service (CPMS)
Field Advisory Services - *FAS*
Classification Appeal Decision

DoD Decision:	Support Services Supervisor, GS-0342-12
Initial classification:	Logistics Management Officer, GS-0346-12
Organization:	Army Corps of Engineers District <i>Level</i> Logistics Management Office
Date:	November 20, 1995

BACKGROUND

The appellant is currently classified as Logistics Management Officer, GS-346-12. He disagrees with the agency's evaluation of factor 3 of the General Schedule Supervisory Guide (GSSG) and believed reevaluation of that factor would result in a classification of his position at the GS-13 level. However, in adjudicating this appeal we found that the series of the position is also an issue.

Use of the Logistics Management Series, GS-346, to cover positions in the divisions and districts, has been the subject of study and discussion for several years. In February 1994, the US Total Army Personnel Command issued a memorandum using input from the Office of Personnel Management, that concluded the logistics program contained work in both the GS-346, Logistics Management Series, and GS-342, Support Services Administration Series, and the appropriateness of either series was dependent on the duties assigned to the position. The subsequently issued model descriptions for District positions which they evaluated to the GS-346 series. This "model" was incorporated in the appellant's position description.

POSITION INFORMATION

The position serves as the Chief, Logistics Management Office, District, As such the

appellant is the advisor to the District Commander on the following logistics management issues: transportation and travel management, space management, supply and personal property management, maintenance and facilities management, and services management for the District. The appellant establishes logistics program objectives and performance goals in conformance to regulations and policies of higher echelons of. The Logistics Management Office has an annual budget of approximately \$500,000 and a staff of approximately 10 GS employees ranging in grades GS-5 to GS-11, and one WG -5 employee.

The position description indicates that the position reports to the District Commander, and was signed by the previous Commander and the Deputy Commander in July 1995. The current District Commander, who arrived after that, said that the position actually reports to the Deputy Commander who carries out day-to-day District operations and rates the appellant.

The position description also contains contradictory information with respect to supervisory authority. Major duty paragraph 3 contains such authorities as "Establishes program goals and objectives....Manages development of policy and program changes to meet changes...in funding related to specific missions....Approves or disapprove [sic] the full range of personnel actions; performance based awards." However, the information contained in the narrative for Factor 3, Supervisory and Managerial Authority Exercised, describes much more limited authority to include: planning work to be accomplished, setting and adjusting short-term priorities, assigning work to subordinates based on priorities, evaluating work performance of subordinates, advising employees on work and administrative matters, interviewing and recommending selections for positions; approving leave; identifying training needs, recommending awards, disciplinary actions and the like, establishing performance standards, evaluating subordinates, and the like.

The District Commander indicated the position operates with more limited authority. He said that none of his subordinates had authority to carry out the "full range of personnel actions; contract work out; and the like.

ANALYSIS AND FINDINGS

Series and Title Determination

The appellant has not contested the series and title of his position. However, as indicated in the background, above, it is an issue which must be addressed in adjudicating the appeal.

This position is responsible for the oversight and execution of the supply, transportation, equipment maintenance, and facilities/space management operations for the District. The and District mission and function statements use the broad term of "logistics" however, it clearly

means support services functions performed on a continuing and substantive basis as well as some mission-specific aspects of a non-administrative nature such as procurement, storage and shipment of some emergency response items (e.g., items related to floods) and some specialized engineering equipment. However, the preponderance of work is support to administrative operations for the District. Such work is excluded from coverage under the GS-346 Series and directed to the Support Services Administration Series, GS-342, which covers positions involved with providing such services as procurement of administrative supplies and equipment, property management, space management, facilities and equipment maintenance, and transportation.

Support Services Supervisor is the designated title for positions that meet the requirements for classification under the evaluation criteria for supervisors in the General Schedule Supervisory Guide.

Grade Level Determination

The OPM Standard for the Support Services Administration Series, GS-342, dated November 1978, contains grade level criteria that are only applicable if the position supervises subordinates performing at least six of the functions detailed at Level A of Factor 2. In this case four of the specified functions are performed. While the programs supervised by the appellant include more than just those functions, the specific requirement of six of the listed ten is not met thereby precluding use of this standard for determining the grade level.

The grade level is determined by application of the General Schedule Supervisory Guide (GSSG), dated April 1993.

The GSSG is divided into six factors. Each factor has a point value which can be credited based upon the duties and responsibilities. Credit is given for the highest factor level which is met. If one level of a factor is exceeded, but the next higher level is not met, the lower level is credited.

Evaluation by the GSSG

Factor 1 - Program Scope and Effect

This factor evaluates the general complexity, breadth, and impact of the program areas and work directed, including the organizational and geographic coverage. It also assesses the impact of the work both within and outside the immediate organization. To credit a particular factor level, the criteria for both Scope and Effect must be met.

The servicing personnel office credited this factor at Level 1-2. The appellant does not disagree with this evaluation. We concur that Level 1-2 is correct since the administrative and

technical services provided have limited geographic coverage, affecting District office operations and program segments.

Level 1-2, 350 points

Factor 2 - Organizational Setting

This factor considers the organizational situation of the supervisory position in relation to higher levels of management.

The servicing personnel office credited this factor at Level 2-3. The appellant does not disagree with this evaluation. However, based on information provided by the District Commander, we evaluated this factor at Level 2-2, since the position reports to the Deputy District Commander, a military 05, who oversees day-to-day operations as evidenced in the information contained in the performance standards. He reports to the District Commander, a military 06. In this case the District Commander is considered the equivalent to an SES level because there are GS-15 level supervisors who report to him.

Level 2-2, 250 points

Factor 3 - Supervisory and Managerial Authority

This factor measures the delegated supervisory and managerial authorities that are exercised on a recurring basis. To be credited with a level under this factor, a position must meet the authorities and responsibilities to the extent described for the specific factor level.

The servicing personnel credited this factor at Level 3-2c. The appellant believes this factor should be evaluated at Level 3-3b because he exercises "nearly all of the described authorities in Factor 3-3b."

Level 3-2 describes three situations. Situation a describes authority to schedule ongoing production-oriented work on a quarterly and annual basis, adjust staffing levels or work procedures, oversee the development of technical data, and the like. Situation b describes oversight of work contracted out. Situation c describes a supervisor who typically carries out three of the first four and a total of six or more of the 10 authorities and responsibilities listed on pages 16 and 17 of the GSSG. Situations a and b do not apply to this position. However, with respect to situation c, the appellant's position is assigned responsibilities comparable to nine of the ten described on pages 16 and 17 of the standard.

In order to meet level 3-3, positions must meet criteria contained in either situation a or b. Situation a describes authority to set a series of annual, multi-year, or similar long-range work plans and schedules for in-service or contracted work; assure implementation by subordinate

organizational units of program goals and objectives; and determine which goals and objectives need additional emphasis; determine the best solution to budget shortages; and plan for long-range staffing needs. Positions in this situation are closely involved with high level program officials or comparable agency staff personnel in developing overall goals and objectives for assigned functions or programs. The second situation covers second-level supervisory positions who perform nearly all (which has been interpreted in DoD guidance as 8 of 10) of the supervisory functions described at Level 3-2c, and eight of the 15 conditions described at Level 3-3b described on pages 17 and 18 of the standard, including such matters as using subordinates to direct or lead work, exercising significant responsibilities in dealing with officials of other units or organizations or in advising management officials of higher rank, assuring equity of performance standards and ratings among subordinate units, directing a program segment with significant resources, making decisions on matters elevated by subordinate supervisors, exercising personnel authority over subordinate supervisors and employees, approving serious disciplinary actions, making non-routine decisions, and approving the expenditure of funds.

The servicing personnel office indicated that the appellant's position did not meet the overall intent for credit at factor level 3-3 because of the limited complexity imposed on the position as evidenced in the limited amount of time the two subordinate supervisors spent supervising relatively small teams, and the numerous policies and implementing instructions provided by Headquarters for carrying out logistics support programs. However, they went on to indicate that the position met items 1, 3, 5, 6, 8, 10, and 14, described at level 3-3B on pages 17 and 18 of the GSSG, representing less than the 8-10 figure contained in the DoD guidance.

In discussion with the District Commander, we found that crediting item 10, reviewing and approving disciplinary actions (e.g., suspensions), was inappropriate, since as discussed previously, the District Commander said none of his subordinate supervisors had this authority. However, crediting item 2, exercising significant responsibilities in dealing with officials of other units or organizations and advising management officials of higher rank, seems appropriate because that is inherently a part of carrying out support services activities. This still falls short of the criteria contained in DoD guidance. We also agreed with the servicing personnel office that overall the organization is not of a complexity to place significant burdens on the appellant's oversight responsibilities to the degree intended in Factor Level 3-3B.

Level 3-2c, 450 points

Factor 4 - Personal Contacts

This is a two-part factor that measures the nature and purpose of personal contacts related to supervisory and managerial responsibilities. The nature of the contacts, credited under Subfactor 4A, and the purpose of those contacts, credited under Subfactor 4B, must be

based on the same contacts.

Subfactor 4A - Nature of Contacts

This subfactor covers the organizational relationships, authority or influence level, setting, and difficulty of preparation associated with making personal contacts involved in supervisory and managerial work.

The servicing personnel office credited this subfactor at Level 4A-2. The appellant does not disagree with this evaluation. We agree with that conclusion since the

contacts are with district managers and supervisors, the general public, Congressional district offices, and employees of federal, state, and local governments.

Level 4A-2, 50 points

Subfactor 4B - Purpose of Contacts

This subfactor covers the purpose of the personal contacts credited in Subfactor 4A, including the advisory, representational, negotiating, and commitment making responsibilities related to supervision and management.

The servicing personnel office credited this subfactor at Level 4B-2. The appellant does not disagree with this evaluation. The appellant's contacts are to ensure that information provided is accurate and consistent, to plan work of the office, and to resolve differences of opinion which matches criteria described for this level.. We concur with that conclusion.

Levels 4B-2, 75 points

Factor 5 - Difficulty of Typical Work Directed

This factor measures the difficulty and complexity of the basic work most typical of the organization(s) directed, as well as other line, staff, or contracted work for which the supervisor has technical or oversight responsibility, either directly or through subordinate supervisors or team leaders.

The servicing personnel office credited this factor at Level 5-5. The appellant does not disagree with this evaluation. The GS-9 level best characterizes the nature of the basic nonsupervisory work performed and constitutes 25% or more of the workload.

Level 5-5, 650 points

Factor 6 - Other Conditions

This factor measures the extent which various conditions contribute to the difficulty and complexity of carrying out supervisory duties, authorities, and responsibilities. Conditions affecting work for which the supervisor is responsible (whether performed by Federal employees, assigned military, contractors, volunteers, or others) may be considered if they increase the difficulty of carrying out assigned supervisory or managerial duties and authorities.

The servicing personnel office credited this factor at Level 6-3b. The appellant does not disagree with this evaluation. We concur with that conclusion.

Level 6, 3b, 975 points

Summary of Factors

<u>Factor</u>	<u>Level</u>	<u>Points</u>
Scope and Effect	1-2	350
Organizational Setting	2-2	250
Supervisory and Managerial Authority	3-2c	450
Personal Contacts		
Nature of Contacts	4A-2	50
Purpose of Contacts	4B-2	75
Difficulty of Typical Work Directed	5-5	650
Other Conditions	6-3b	<u>975</u>
Total Points		2800

Using the Point-to-Grade Conversion Chart on page 31 of the standard, a total of 2800 points equates to the GS-12 level which has a point range of 2755-3150.

DECISION

The correct classification of the appellant's position is Support Services Supervisor, GS-342-12.